

**Services and Activities Fee Committee  
Minutes  
March 7, 2012**

**Meeting called to order:** Paul Stayback called the meeting to order at 5:33 p.m.

**Attendance:**

Student Members: Isa Harrison, Sheila Jones, Brad Nelson, Taylor Robb, Paul Stayback, and Dustin Waddle-Ford. Returning member: Adam Fields

Professors and Professional Staff: Jack Baker, John Bowen, Ed Day, Sharon Jonassen, Kay Kenison, and Scott Robinson.

Absent: Wendy Williams

**Agenda:**

**MOTION: Dustin Waddle-Ford made a motion to approve the agenda as presented. Taylor Robb seconded. Motion carried.**

**Approval of Minutes:**

**MOTION: Dustin Waddle-Ford made a motion to approval the minutes of February 29, 2012 as presented. Taylor Robb seconded. Motion carried.**

**Communication:** New email address for S&A is [sanda@cwu.edu](mailto:sanda@cwu.edu)

**Chair's Report:** Adam Fields has been reappointed to the S&A Committee. James Rae of the ASCWU BOD has election packets for those interested or can come into the ASCWU BOD office. There is also a position as Student Trustee for the Board of Trustees and Steve Ross has information on applications for appointment by the governor. Center students are also encouraged to run for positions on the ASCWU BOD. Paul Stayback reminded all attending to be cordial and respectful of presenters and others and wait to be recognized by the chair.

**Public Comment:** Welcome back, Adam to S&A.

**Update Report:** CWU University Centers & CC Relations – Margaret Badgley: There are 8 University Centers: Westside Centers-Lynnwood, Des Moines, Pierce County, Kent, Everett and Eastside Centers-Wenatchee, Moses Lake, and Yakima. The total allocation from S&A for the quadrennium is \$292,000.00 or \$73,000 per year. This money covers student salaries, student services and a variety of student centered events to expand the University Center student's college experience. Nearly 19% of the university enrollments are from the University Center campuses. Their goal is to provide programs and activities at all of the University Center campuses, which will provide the students a complete well-rounded college experience.

**Supplemental or Base Funding Requests – Presentations:**

#12038 Administrative Fee-Shelly Baird: The supplemental budget request is for either \$978,699.00 for the unit base calculation as was done FY11 or the S&A percent calculation is \$659,022.00 or about 3%. The administrative support costs are essential to the stability of student programs and services. There were several items from the itemized list from last year that were to be removed and they would like to have the list showing the items removed as suggested by the Attorney General in the memo from October 17, 2011. They were also interested in other universities in the state that have this type of administrative fee. This information will be brought back to the Committee on April 4, 2012 meeting.

#12031 Student Fashion Association – Megan West: The request is for \$22,588.90 in supplemental funds for the Student Fashion Association’s annual field experience to New York for 18 students who are working with a tour agency in New York to plan an itinerary including meetings with apparel industry professions, designers, merchandisers, brand managers and buyers. Students will be identifying potential professions in the apparel field, determine professional training, research prospective internships and network with apparel industry professionals. The experience and information received will be brought back and shared in their classes and by presentations. The cost per person is about \$1,400.00. The costs have been paid for and they are asking for reimbursement for the trip. This will be voted on at the next S&A meeting which is March 28.

#12032 – Service Learning Ambassador Project – Mark Perez: The supplemental request is for travel expenses in the amount of \$11,400.00 for the Service Learning Ambassador Project travel to Guam on July 13 through July 28, 2012. The cost for 6 students to travel is \$1,900.00 each. This leadership opportunity is to create partnerships with Jin Wen University in Taipei, University of Guam, CWU and a Japanese high school’s Student Abroad program. The benefit for the students will be to improve their management and leadership skills in real world settings, learn and practice wellness promotion, interact and work with students from different cultures, bring back to CWU their experiences to share with others, and knowledge on how to work with diverse populations. The University of Guam will subsidize the housing and provide classroom and teaching settings. Students will cover the rest of their expenses including weekends and some spending money. There are fundraisers planned to help with the expenses. This will be voted on at the next S&A meeting and will not be approved by the BOT until their May meeting.

#12033 – National American College of Sports Medicine Conference –Stephanie Campbell: The Exercise Science Club is requesting \$8,220.00 in supplemental funds for 12 people to travel to the 59<sup>th</sup> Annual American College of Sports Medicine Conference and 3<sup>rd</sup> World Congress on Exercise in Medicine in San Francisco, California, on May 29-June 2, 2012. The students will benefit by attending presentations by leading authorities in their fields, compare new approaches and perspectives concerning exercise science and sports medicine, and attend sessions on treatment strategies for athletics. The information will be shared during classroom discussions. They plan on returning to Club Senate to request funds for spring. This supplemental request will be considered at the next S&A meeting.

#12034 – American Chemical Society National Meeting – Whitney Wood: The supplemental request is for \$12,860.00 for travel expenses to attend the American Chemical Society National Meeting in San Diego, California, on March 25-29, 2012. There will be 12 students attending who have been accepted to present at this conference after writing an abstract that was chosen by an ASC committee. In the past only 2 students were selected. By receiving these funds, it will allow all students to attend, but if not funded, none would be able to attend. They have requested funds from Undergraduate Research Travel

Grant, Club Senate, and the Chemistry Club. It is not a club event and all students attending are not club members. The knowledge gained from attending will be brought back to CWU and incorporated into classes, labs, and research labs. The request will be considered at the next S&A meeting.

**MOTION: Scott Robinson made a motion to vote on two requests (#12031 Student Fashion Association and #12034 American Chemical Society National Meeting) tonight because of the timing of their events, with the next S&A meeting being March 28. Adam Fields seconded. Motion carried.**

**Supplemental or Base Funding Requests to be voted on:**

#12030 National Trumpet Competition – Chris Fredrickson: The amount of the supplemental funding request is \$4,414.72 for travel expenses to the National Trumpet Competition March 14-18, 2012, in Fairfax, Virginia.

**MOTION: Taylor Robb made a motion to approve \$4,415 in supplemental funds for travel expenses to the National Trumpet Competition in Fairfax, Virginia on March 14-18, 2012. John Bowen seconded. Motion carried.**

#12031 Student Fashion Association – Megan West: The supplemental funding request is \$22,588.90 for the Student Fashion Association’s annual field experience to New York for 18 students on March 17-24, 2012.

**MOTION: Adam Fields made a motion to approve \$11,300.00 in supplemental funds for travel expenses for 18 students to travel to New York for the Student Fashion Association’s annual field experience on March 17-24, 2012. Scott Robinson seconded. Motion carried.**

#12034 – American Chemical Society National Meeting – Whitney Wood: The supplemental request is for \$12,860.00 to cover travel expenses for 12 students to attend the American Chemical Society National Meeting in San Diego, California, on March 25-29, 2012.

MOTION: Brad Nelson made a motion to approve \$12,860.00 in supplemental requests for the American Chemical Society National Meeting in San Diego, California, on March 25-29, 2012. Scott Robinson seconded.

**AMENDED MOTION: Adam Fields amended the amount to \$12,060.00 for travel expenses to the American Chemical Society National Meeting in San Diego, California, on March 25-29, 2012. John Bowen seconded. Motion carried.**

**Old Business:**

Review of changes to S&A Guidelines: The S&A guidelines were brought back to the committee in final form for approval of changes from last week’s meeting.

**MOTION: Taylor Robb made a motion to approve the changes to the S&A guidelines and begin the approval process. Sheila Jones seconded. Motion carried.**

Setting the S&A Fee: Sharon Jonassen relooked at the proposed S&A Fees and found that the flex budget has not been used this year. She thought with the addition of the flex budget funds it would bring the proposed increase to the S&A fee down to 5% or \$242.55 per student per quarter. Sharon also suggested that the Committee wait until the Administrative Fee is approved before considering setting the S&A fee increase.

Review Supplemental Request Guidelines and Application Form – John and Dustin: The finalized Supplemental S&A Fee Allocation Request form and Helpful Guidelines and Tips for Students Preparing to Request Funds from the Services and Activities Fee Committee were presented with a few minor changes to reflect the proposed changes to the guidelines. It was suggested an example of a correctly filled out request form would be helpful and adding an item under funding support listed as “personal investment” to show an individual’s investment in the request.

**MOTION:** Taylor Robb made a motion to approve the Supplemental S&A Fee Allocation Request form and “Helpful Guidelines and Tips for Students Preparing to Request Funds from the Services and Activities Fee Committee” with the proposed changes reflected from the proposed guidelines. Sheila Jones seconded. Motion carried.

**New Business:** none

**Public Comment:** none

**Motion to Adjourn:** Taylor Robb moved to adjourn. Sheila Jones seconded. Motion carried.

**Schedule of Next Meeting:** Next meeting--Wednesday, March 28, 2012, in SURC 301 starting at 5:30 p.m.

The meeting adjourned at 8:00 p.m.